

CENTRAL PRINTING SUPERVISOR

Class Definition

Under direction, supervises the Central Printing Section in the Electronics and Communications Division.

Distinguishing Characteristics

The Central Printing Supervisor is the first-line supervisor in the Central Printing Section of the General Services Department. Reporting to the Electronics and Communications Manager, the incumbent provides daily supervision of the City's Print Shop, copier service and equipment, and mail and messenger service. Central Printing Supervisor is distinguished from the class below, Offset Equipment Operator III, in that the incumbent of the latter provides lead supervision over the Printing Shop.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Supervises the Central Printing Section; evaluates the performance of subordinate staff.

Confers with departmental representatives, as needed, regarding printing requests; prepares printing cost estimates; evaluates and recommends methods of reproduction; assigns and schedules work either to subordinate staff or to outside printers.

Supervises the processing of outgoing U.S. Mail and the City's internal messenger service.

Oversees all convenience and high speed copiers in City offices, including maintenance, inter-departmental billing for copies, and making recommendations for equipment allocation.

Provides training in printing, typesetting, equipment operations, mail and messenger service, and safety.

Prepares Central Printing program budget for approval by the division head; administers approved budget.

Maintains inventory of printing paper, copier paper, and printing supplies.

Makes recommendations to department management for disciplinary actions, commendations, and other personnel actions.

Helps identify service problems and makes recommendations for service improvements.

May operate offset presses and related reprographic equipment.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the operation, maintenance, and appropriate uses of offset, xerographic, typesetting, and related reprographic equipment.

Knowledge of the hazards, safety rules, and precautions of print shop operation.

Knowledge of U.S. Postal Service regulations relating to the needs of the City.

Ability to prepare printing cost estimates.

Ability to supervise subordinate employees in a print shop operation and mail and messenger service.

Ability to operate, repair, and make minor adjustments to offset and related reprographic equipment.

Ability to resolve user complaints and disputes with outside printers.

Ability to resolve minor grievances and disciplinary actions.

Ability to maintain records and prepare reports.

Ability to establish and maintain effective relationships with other City employees and various outside agencies.

Ability to analyze copy machine requirements in different departmental work environments.

Minimum Qualifications

Graduation from high school or equivalent, and three years of experience in the operation of offset presses and related reprographic equipment. Completion of an approved training program in printing or reprographics may be substituted for one year of experience.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____